





Commissioned Corps

Introduction

If a Commissioned Corps Officer needs to participate in Workflow to request or review actions for their civilian staff, you must first create a “dummy” job code, a “dummy” position, and hire the Commissioned Corps Officer as a non-compensated employee. Then the Security Administrator needs to create a user profile in the EHRP system.

Navigational Tips



- The  icon represents a look-up prompt. Clicking this button will allow you to look up all possible entry options for this field.
- The  icon represents a date prompt. Clicking this button will produce a pop-up calendar for reference. To select a specific date from the pop-up calendar as the field entry, simply click on the date. Use the arrows to move through the months and years.

Procedure for Creating a “Dummy” Job Code

The following steps detail the procedure for creating a “dummy” job code:


- 1 Follow the navigational path:

Home → Develop Workforce → Manage Positions (USF) → Setup → Job Code Table

The following **Job Code Table** search page appears:


Job Code Table

Find an Existing Value

SetID: 

Job Code:

Description:

Occupational Series: 

Official Position Title:

☐ Include History ☐ Correct History

[Basic Search](#)

[Add a New Value](#)

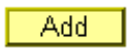
- 2 Click on the **Add a New Value** hyperlink.

The following **Add a New Value** sub-page appears:



- 3 Change or confirm the **SETID**.

NOTE: The Job Code should be created within the SetID that corresponds with the Agency for which the Job Code is being created. This should default to your agency's SetID.

- 4 Enter the **Job Code** number you wish to add and click .

NOTE: The job code number is the smart-coded Position Description number.

NOTE: The job code number should be entered in all caps.

The following **Job Code Profile** page appears:



Home > Develop Workforce > Manage Positions (USF) > Setup > Job Code Table

Job Code Profile

SetID: PSC00 Job Code: 002880 Business Units that use this SetID

Job Code Profile View All |< 1 of 1 >|

Effective Date: 01/01/1940 Status: Active

Occupational Series: 0342 Support services administration

Official Posn Title Code: SUPPORT SERVICES SUPERVISOR

Organization Posn Title Cd: SUPPORT SERVICES SUPERVISOR

Job Description:

Job Function Code:

Job Family:

Manager Level: SupvMgr

Standard Hours: 40.00 Standard Work Period: W Weekly

Workers' Comp Code:

Comp Freq: A Annual

Regular/Temporary: Regular ☐ Medical Checkup Required

USA

US Federal

5 In the **Effective Date** field, enter the date this action was authorized if it differs from the defaulted date, which is today's date.

6 Enter the **Occupational Series**.

7 Click on the **Default Compensation** tab.

NOTE: The Evaluation Criteria tab is not used.

The following **Default Compensation** page appears:

Job Code Profile Evaluation Criteria Default Compensation Non-Base Compensation

SetID: DHHS0 Job Code: 000

Default Compensation View All |< 1 of 1 >|

Effective Date: 05/15/2001 Status: Active

Sal Plan/Grade/Step

Salary SetID: Pay Plan/Table/Grade: AD

Salary Survey

Survey Salary: USD Hourly: Minimum Midpoint Maximum

Salary Survey Job Code: BiWeekly: Monthly: Annual:

Pay Components View All |< 1 of 1 >|

Rate Code	Details	Comp Rate	Currency	Frequency	Percent	Apply FTE
1 NAANNL	Details			A		<input type="checkbox"/>

8 Enter the **Pay Plan** "ZZ".

9 Click  .

Procedure for Creating a “Dummy” Position

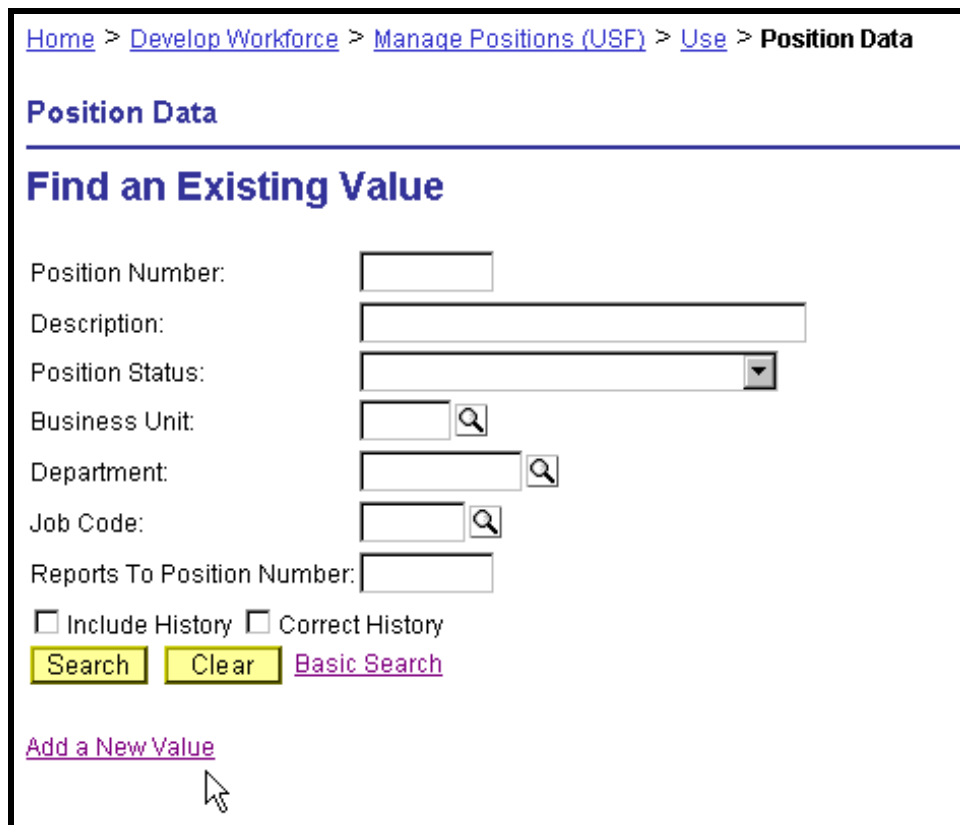
The following steps detail the procedure for creating a “dummy” position:

10

Follow the navigational path:

Home → Develop Workforce → Manage Positions (USF)
Use → Position Data

The following sub-page appears:



11

Click the **Add a New Value** hyperlink.

The following sub-page appears:

[Home](#) > [Develop Workforce](#) > [Manage Positions \(USF\)](#) > [Use](#) > **Position Data**

Position Data

Add a New Value

Position Number:

[Find an Existing Value](#)

- 12 **DO NOT** enter a Position Number! It will autogenerate when you save. Click .

The following **Description** page appears:

PEOPLE
Soft

[Home](#) [Help](#) [Sign Out](#)

[Home](#) > [Develop Workforce](#) > [Manage Positions \(USF\)](#) > [Use](#) > **Position Data** [New Window](#)

Description [Work Location](#) [Job Information](#) [Specific Information](#) [Budget and Incumbents](#)

Position Number: 00000000 Current Head Count: 0 out of 0

Headcount Status: View All < 1 of 1 >

*Effective Date: 07/31/2001 *Status: Active Initialize

Reason: NEW New Position Action Date: 07/31/2001

*Position Status: Approved Status Date: 07/31/2001 ☒ Key Position

Reports To:

Dotted-Line Report:

Title: Short Title:

Long Description:

[Detailed Job Description](#)

US Federal

[Description](#) | [Work Location](#) | [Job Information](#) | [Specific Information](#) | [Budget and Incumbents](#)

NOTE: The **Position Number** will remain at “00000000” until the user saves the page group. At that point, a new position number will be sequentially autogenerated for the position.

- 13 In the **Effective Date** field, enter the date that this action was authorized if it differs from the defaulted date, which is today’s date.

NOTE: This date must be effective before the effective date of the action. For example, if the hire date is before the effective date of the position, it will not be



accessible.

14 Click on the Work Location tab.

The following **Work Location** page appears:

PEOPLE Soft

Home Help Sign Out

Home > Develop Workforce > Manage Positions (USF) > Use > Position Data [New Window](#)

Description Work Location Job Information Specific Information Budget and Incumbents

Position Number: 00000000

Headcount Status: Current Head Count: 0 out of 0

Effective Date: 07/31/2001 Status: Active

'Regulatory Region: USA United States

'Company:

'Business Unit: DHHS0 Dept of Health and Human Svc

Department:

Location Code:

US Federal

Save Previous tab Next tab Add Update/Display Include History Correct History

Description | Work Location | Job Information | Specific Information | Budget and Incumbents

15 Enter the **Company** of “HE.”

16 Enter the **Business Unit**.

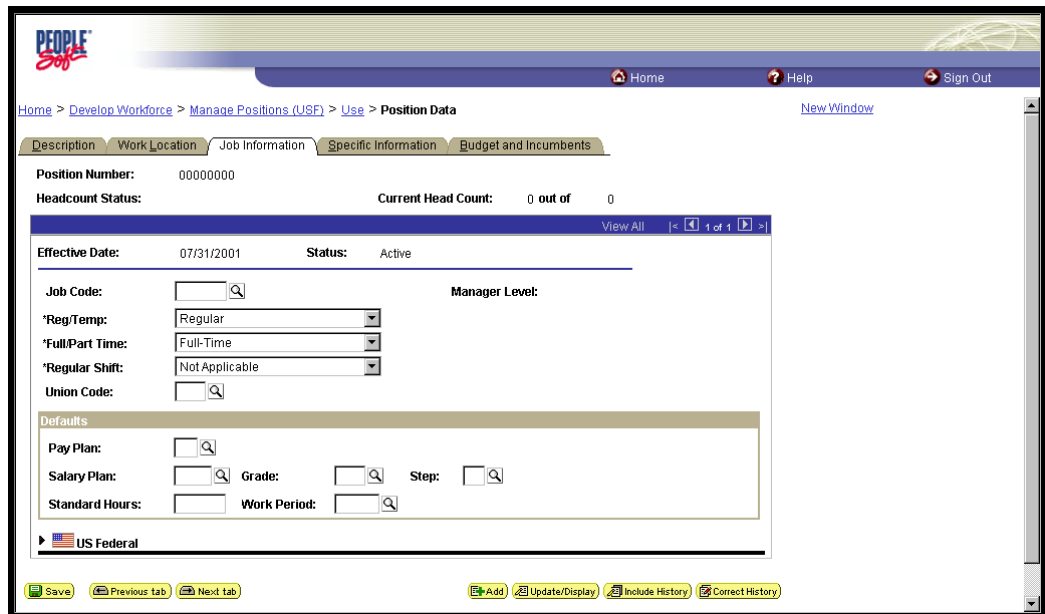
The following are valid options:

Business Unit Description	
<u>ACF00</u>	<u>Admn for Children and Families</u>
<u>AHRQ0</u>	<u>Agcy for Health Rsrch and Qlty</u>
<u>AOA00</u>	<u>Administration on Aging</u>
<u>CDC00</u>	<u>Centers for Disease Control</u>
<u>DHHS0</u>	<u>Dept of Health and Human Svc</u>
<u>FDA00</u>	<u>Food and Drug Administration</u>
<u>HCFA0</u>	<u>Health Care Finance Admin</u>
<u>HE</u>	<u>Dept of Health and Human Svc</u>
<u>HRSA0</u>	<u>Health Resources Svc Admin</u>
<u>IHS00</u>	<u>Indian Health Services</u>
<u>NIH00</u>	<u>National Institutes of Health</u>
<u>OS000</u>	<u>Office of the Secretary</u>
<u>PSC00</u>	<u>Program Support Center</u>
<u>SAMHS</u>	<u>Substnc Abuse Mental Hlth Svc</u>

NOTE: Business units serve as data filters within the EHRP system. Therefore, this step is required before the appropriate job code can be selected.

17 Click on the Job Information tab.

The following **Job Information** page appears:



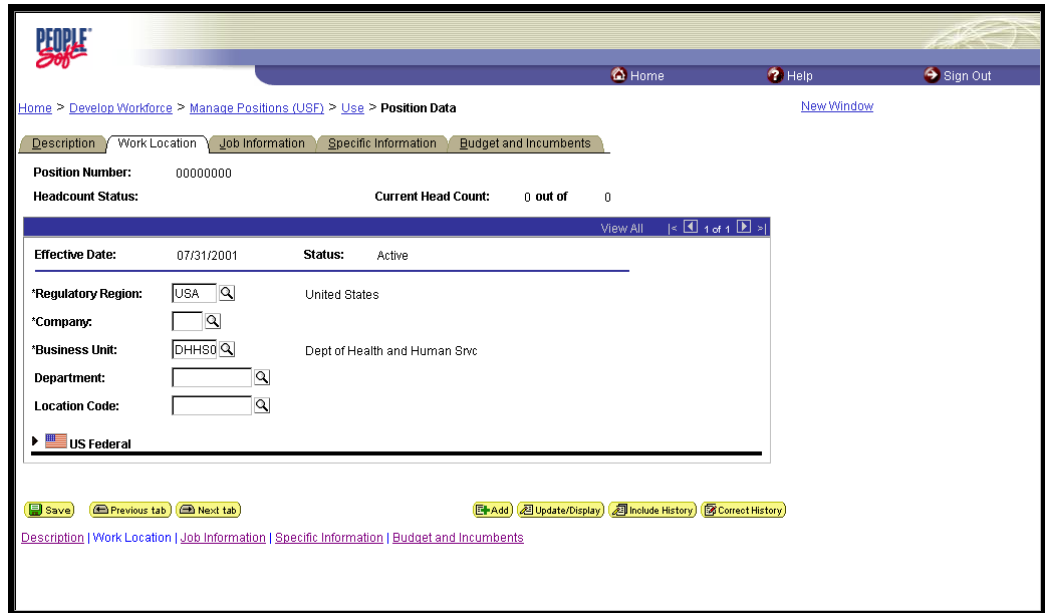
18 Enter the **Job Code**.

NOTE: Numerous field values default throughout the Position Data page group but may be overwritten if necessary.

NOTE: The job code number should be entered in all caps.


19 Click on the **Work Location** tab.

The following **Work Location** page appears:



20 Enter the DHHS Admin Code in the **Department** field.

21 Enter the Geo Loc Code in the **Location Code** field.

22 Click on the  **US Federal** flag link.

The following page expansion appears:



23 Enter the **Personnel Office ID** in the **Personnel Office ID** field.

24 Select the **Terminal ID** from the dropdown menu.

25 Click on the Job Information tab.

The following **Job Information** page appears:

26 Enter the **Standard Hours** “40.”

NOTE: Users are able to increase the available hours in a pay period for a specific job. For example, if a firefighter position requires 72 hours, the user would enter 72 hours in the Standard Hours field.

27 Enter the **Work Period** “W.”

28 Click **Save**.

NOTE: Saving assigns a number to the position.

Non-Compensated Employee Hire

Finally, you must hire the Commissioned Corps Officer as a Non-Compensated Employee. The user will process the Non-Compensated Employee appointment using the following NOA code, 900-7.

NOTE: Fields that are not required are not listed within the procedure. Optional fields that an end-user may choose to complete are not detailed.


Navigation

- The icon represents a look-up prompt. Clicking this button will

Tips

allow you to look up all possible entry options for this field.



- The  icon represents a date prompt. Clicking this button will produce a pop-up calendar for reference. To select a specific date from the pop-up calendar as the field entry, simply click on the date. Use the arrows to move through the months and years.

Position Number

Before beginning to process any Non-Compensated Employee Hire, be sure to make note of the position number to which the employee will be assigned. Verify that the position number is correct **BEFORE** doing the Hire action. Many data fields will be populated in the employee record based on the position number selected, so it is imperative that the correct one is used.

Procedure for Non-Compensated Employee Hire

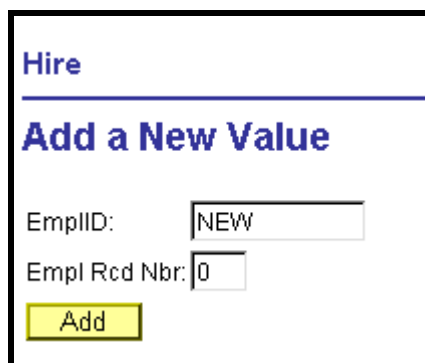
The following steps detail the procedure for processing a Non-Compensated Employee Hire:

29

Follow the navigational path:

Home → Administer Workforce → Administer Workforce (USF) → Use → Hire

The following **Hire** sub-page appears:

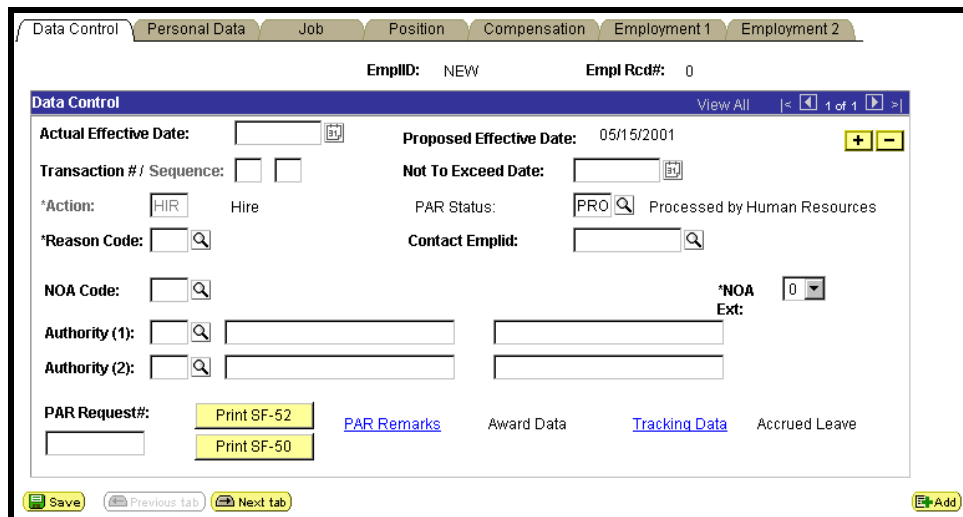



The screenshot shows a web form titled "Hire" with a subtitle "Add a New Value". It contains two input fields: "EmplID:" with the value "NEW" and "Empl Rcd Nbr:" with the value "0". Below these fields is a yellow "Add" button.

*NOTE: Do not change the **Empl Rcd Nbr**. It must remain "0."*



30

Click .The following **Data Control** page appears:


NOTE: The EmplID will default in as “New” until  is clicked. EHRP will then autogenerate a sequential EmplID for the employee. Do not save until all required fields are completed.

31

In the **Actual Effective Date** field, type the date the appointment is to become effective in the system.

NOTE: The Proposed Effective Date field is populated by default with the date entered in the Actual Effective Date field. Since human resources personnel processing a request have final authority on when the action becomes effective, and they will enter the official actual effective date, but the proposed effective date will remain unchanged.

*NOTE: The **Transaction #**, will populate with a value of “1.”*

NOTE: If multiple actions have the same effective date, click  to add a row. When entering a second row with the same Effective Date, the “Transaction #” will increase to 2.

32

Enter “CTE” (Conversion to EHRP) in the **Reason Code** field.

33

Enter **NOA** (Nature of Action) **Code** “900” (Conversion to EHRP).



34 Enter the **NOA Ext** (Extension) “7”.

*NOTE: The **NOA Ext** has been carried over from the IMPACT 4-digit NOA codes. If, for example, the NOA Code in IMPACT was “1010,” the NOA Code in EHRP is “101” with a NOA Ext of “0.”*

35 Enter the applicable authority in the **Authority (1)** field.

36 Click on the **Personal Data** tab.

The following **Personal Data** page appears:

The screenshot shows the 'Personal Data' tab selected. The form contains the following fields and sections:

- Effective Date:** [Empty]
- Transaction #/ Seq:** [Empty]
- PAR Status:** Processed by Human Resources
- Act Type:** Hire
- NOA Code:** [Empty]
- Empl Status:** Active
- Empl Rcd#:** 0
- Name Section:**
 - Format Using:** USA [Search] United States
 - Name:** [Empty]
 - Prefix:** [Dropdown]
 - First Name:** [Empty]
 - Middle:** [Empty]
 - Last Name:** [Empty]
 - Suffix:** [Empty] [Search]
- Gender:** ☐ Male ☒ Female
- Citizenship Status:** [Empty] [Search]
- Ethnic Group:** [Dropdown]
- *Date of Birth:** [Empty] [Search]
- Date of Death:** [Empty]
- Draft Status:** [Dropdown]
- Disability Code:** 05 [Search] No Handicap
- Date Entitled to Medicare:** [Empty] [Search]

At the bottom, there are links for [Additional Birth Info](#), [Address Information](#), [Personal Phone Numbers](#), [Veterans Info](#), [Marital Info](#), and [Education Details](#). Below these links are fields for **Country:** USA [Search], ***Type/Description:** PR [Dropdown], and **National ID:** [Empty].

37 From the dropdown menu, select the **Prefix** for the person being entered.

38 Enter the **First Name**.

39 In the **Middle** field enter the employee’s middle name or middle initial, as applicable.



40 Enter the **Last Name**.
NOTE: While EHRP accepts last names with an apostrophe, the legacy system does not. For last names with an apostrophe, leave a space in lieu of the apostrophe. For hyphenated last names, leave a space in lieu of the hyphen.

41 Enter the **Suffix**, if applicable.
NOTE: The Name field (grayed out) will populate with the employee's full name.
NOTE: If the suffix you want to use is not available, add the suffix to the end of the last name field.

42 Enter the **Citizenship Status**.
NOTE: The default is "1" for US citizen. Other valid statuses are limited to the following:

Description
U.S. Citizen
Naturalized
Alien Permanent
Alien Temporary
Permanent Resident
Employment Visa
Canadian Citizen
Other
Not Indicated

43 Use the dropdown menu to select **Ethnic Group**.
NOTE: Upon save, this field will diasappear from view.

44 Enter the **Date of Birth**.

45 Click the **Education Details** hyperlink.

*NOTE: The **Education Details** panel will appear upon saving the hire action if the education details have not been entered. Education Details must be entered in order to save the action.*



46 The following **Education Details** sub-page appears:

Education Details

Degree:

Year Earned/Expected: GPA: ☐ Graduated

Major Code: Major:

School Code: School:

State: Country: ☐ Minority Institution

Credit Hours: Hours Type:

47 Enter the employee's **Degree**.

48 Enter **Year Earned/Expected**.

49 Enter the employee's **GPA** if applicable.

50 Confirm the status of the **Graduated** checkbox, if known.

51 Enter the **Major Code**.

Note: The Major Codes are the OPM values.

52 Click to return to the **Personal Data** page.

53 Enter the **National ID**, which is the employee's Social Security Number (SSN).

54 Click on the **Job** tab to move to the next page.



The following **Job** page appears:

55 Enter the **Position** number.

*NOTE: The following fields on this page will populate based upon the **Position** that has been entered:*

- **Job Code** (formerly the “PD#”)
- **Agency**
- **Sub-Agency**
- **Business Unit**
- **Department** (formerly the “Admin Code”)
- **Location** (formerly the “GeoLoc Code”)
- **Tax Location**

Position Override



The **Position Override** checkbox will allow the user to modify the position management data for this employee. This function is to be used on a limited basis for extreme EXCEPTIONS. If the box is checked, the employee’s data must be maintained manually, and automatic action functionality will be disabled for this employee record.

56 Click the **Position** tab.



The following **Position** page appears:

Position Data

EmplID: NEW Empl Rcd#: 0

Effective Date: Transaction # / Seq: PAR Status: Processed by Human Resources

Act Type: Hire NOA Code: Empl Status: Active

LEO Position: ☒ SF-113G Ceiling *Regular Shift: Not Applicable

POI: Shift Rate/Factor:

*Pay Group:

Pay Frequency: Work Period: Holiday Schedule:

Earnings Program: Type Appt: Career (Competitive Svc Perm)

*Employee Type: Posn Occupied:

Employee Classification: Work Schedule: Full Time *Job Indicator: Primary

*Reg/Temp: Regular *FLSA Status: (Invalid Value) ☐ Adds to FTE Actual Count

Supervisor Level: *Standard Hours: FTE:

Medical Officer:

Save Previous tab Next tab Add

57 Enter the **Pay Group** - “CCN”. The Employee Type field will automatically default to “C” for Commissioned Corps.

58 Click on the **Compensation** tab.

The following **Compensation** page appears:

Compensation Data

EmplID: NEW Empl Rcd#: 0

Effective Date: Transaction # / Seq: PAR Status: Processed by Human Resources

Act Type: Hire NOA Code: Empl Status: Active

Pay Rate Determinant: Regular Rate Pay Basis: Per Annum

Pay Plan / *Table/Grade: Step: 0 Step Entry Date:

Rtnnd PP/Table/Grade: Step: 0 Grade Entry Date:

Base Pay: Compensation Frequency: Biweekly

Loc/LEO Adjust: 0.00 Annuity Offset Amount:

Adjusted Base Pay: ☐ Benefit Base Override FEGLI Base:

Total Pay:

[Other Pay Information](#) [Expected Pay](#) [Accounting Info](#)

Save Previous tab Next tab Add

59 Click on the **Accounting Information** hyperlink.



The following sub-page appears:

Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing

Accounting Information

Job Earnings Distribution: ☐ By Hours ☐ By Percent ☒ None

Compensation Rate: 42,118.00 USD Standard Hours: 40.00

GL Pay Type: Account Code:

View All |< 1 of 1 >|

Business Unit	Department	Job Code	Position	Shift	Earn Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

GL Pay Type	Account Code	Standard Hours	Percent of Distribution
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

OK Cancel

60

Enter the CAN in the **Account Code** field noted by the arrow.

Common Account Number



The Common Account Number (CAN) is a required field and must be entered to process the appointment. Once the Hire has been HR Processed, if the CAN was keyed incorrectly, it is the Personnelist's responsibility to process a 002 correction and correct the CAN. If a CAN is new and does not yet exist in EHRP, the EHRP team would need to obtain an official file updated from Financial Management to load the new value into EHRP.

61

Change the **PAR Status** according to your role.

62

Click Save.

63

Contact your Agency Security Administrator to create a user profile for the Commissioned Officer with the appropriate workflow roles assigned to the Commissioned Officer with the capability to request, review or approve actions.

Address Information



After the Commissioned Corps Non-Compensated Hire action is completed, you do not need to transmit the employee address to Payroll.